



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
DIVISION OF REGULATORY BOARDS
ALARM SYSTEMS CONTRACTORS BOARD
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-1168
615.741.9771 FAX 615.532.2965
www.tn.govcommerce/boards/

ATTENTION ALL APPLICANTS

-Alarm Contractor Qualifying Agent & Alarm Employee Registration-

ELECTRONIC FINGERPRINT SUBMISSION

Option (1):

L-1 Identity Solutions (Electronically scanned fingerprint submissions)

L-1 Identity Solutions will charge **\$42.00** to scan and transmit your fingerprints to the TBI and FBI.

You can make an appointment with this electronic fingerprint scanning company for your applicants. L-1 Identity Solutions will transmit the applicant's fingerprints to the TBI & FBI for processing. *Approximate processing and reporting time = 5-10 days.*

Online Scheduling:

- www.L1enrollment.com
- Click on the Tennessee map.
- You will enter your applicant information as prompted online.
- Enter required information by selecting:
 - Agency Name – Commerce and Insurance
 - Applicant Type:
 - Alarm Employee Registration = Alarm Systems Contractor Applicant
 - Alarm Qualifying Agent = Alarm Systems Contractor Licensee
- And, entering the licensing agency ORI number, if required, TN920140Z.

Call Center Scheduling: Available Monday-Friday, 8:30 A.M – 4:30 P.M. (Central)

- If you do not have access to the internet you may call 855-226-2937 (toll-free).
- Operators will collect required information and schedule your appointment.
- Be sure to have your licensing agency information and the correct ORI# when calling: TN920140Z.

You must bring approved identification documents with you to the appointment. ATTACH a copy of the receipt for electronic fingerprint submission to the application. **If you choose electronic submission, DO NOT SEND** the fingerprint cards or the **\$60.00** fingerprint processing fee with your application.

Option (2):

Out of state applicants. We will continue processing your fingerprints through the Alarm Systems Contractors Board by forwarding the fingerprint cards you send with the application to the TBI & FBI. *Current reporting time is 4-6 weeks, prints rejected due to poor quality could extend processing time.*

If you choose this method of fingerprint processing you must:

- Forward three (3) sets of classifiable fingerprint cards with each application, and;
- Forward the **\$60.00 non-refundable** fingerprint processing fee in addition to the application fee(s.)

Prints must be rolled nail to nail by a qualified technician on cards received from this office. All blocks must be completed in black ink and the cards must be signed by the applicant. Answer N/A if the question does not apply.